

RETAILERS	CLASSIFICATION For each designated place of business	FEE	PER DAY
Grade I	Annual turnover is less than \$500,000	\$2500	\$6.84
Grade II	Annual turnover is \$500,000 < \$1,000,000	\$5000	\$13.69
Grade III	Annual turnover is \$1,000,000 < \$2,500,000	\$10,000	\$27.39
Grade IV	Annual turnover is \$2,500,000 < \$5,000,000	\$15,000	\$41.09
Grade V	Annual turnover is \$5,000,000 < \$10,000,000	\$25,000	\$68.49
Grade VI	Annual turnover is \$10,000,000 < \$15,000,000	\$35,000	\$95.89
Grade VII	Annual turnover is \$15,000,000 < \$25,000,000	\$45,000	\$123.28
Grade VIII	Annual turnover is \$25,000,000 < \$50,000,000	\$55,000	\$150.68
Grade IX	Annual turnover is \$50,000,000 < \$100,000,000	\$65,000	\$178.08
Grade X	Annual turnover exceeds \$100,000,000	\$75,000	\$205.47

License fee is payable for all categories of business listed above. License fees were revised as at **APRIL 1, 2015**

FOR FURTHER INFORMATION PLEASE CONTACT:

<p>Mandeville Revenue Centre South Race Course Road, Mandeville Tel: 962-2384 962-3154 625-5137</p>	<p>Inland Revenue Department Main Street, Christiana Tel: 962-2556 964-7047</p>
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MANCHESTER PARISH COUNCIL

GET THE FACTS ON

TRADE LICENSES

32 Hargreaves Ave

Mandeville P.O.

Tel: 962-2278/9 962-0612
 Fax: 962:0611
 Email: mpc-admin@cwjamaica.com
 Website: www.manchesterpc.gov.jm
 Facebook:
www.facebook.com/manchesterpc.ja

What is a Trade License?

A trade license is a license issued at a charge to persons trading in consumable goods including **RETAILERS, MERCHANTS, GENERAL FACTOR or WHOLESALE DEALER, AUCTIONEER or COMMISSION AGENT**

What does it pay for?

The charge on trade licenses **PROVIDES ADMINISTRATIVE SUPPORT** to the Manchester Parish Council. It also **PAYS FOR ENFORCEMENT and ANTI-VENDING OPERATIONS**

Who needs to apply for a trade license?

ALL PERSONS TRADING IN CONSUMABLE GOODS such as retailers, merchants, general factor or wholesale dealer, auctioneer or commission agent, wharfing, super-cargo and proprietor of newspaper **NEED A TRADE LICENSE TO LEGALLY OPERATE THEIR BUSINESSES.**

How are Trade Licenses regulated?

Trade Licenses are regulated by the 1901 Licenses on Trade and Business Act which requires that persons carrying on a trade or business shall obtain a trade license.

How long is the licensing period?

The licensing period runs from April 1 of one year to March 31st of the following year.

FEE SCHEDULE

BUSINESS/TRADER	CLASSIFICATION	FEE
Merchant, General Factor, Wholesale Dealer	A designated place of business with liberty to store in and deliver out of public and other warehouses	\$5000
Auctioneer or Commission Agent	A person carrying on business and shall include one designated place of business	\$5000
Wharfinger	Each wharf	\$5000
Super-Cargo	Each person carrying on a business	\$5000
Proprietor of Newspaper	For each designated newspaper	Daily \$5000 Other than Daily \$1000

Who is a retailer?

A retailer is any person occupying a store, shop, room or fixed stand, who buys from a merchant, importer or otherwise, or who himself imports or sells in small quantities to those who use the goods.

Who is a wholesale dealer?

A wholesale dealer is any person who buys large quantities of goods, warehouses them and resells in bulk.

What is a newspaper?

A newspaper is any paper containing public news, intelligence or occurrences, remarks or observations thereon printed for sale and published in Jamaica, periodically or in parts or numbers at intervals not exceeding twenty-six days between publications of any two such papers, parts or numbers.

What is the procedure for obtaining a trade license?

STEP 1

Visit your nearest Inland Revenue Department office and complete an Application Form

STEP 2

If you are a retailer, you will be required to file an annual return with details for each branch of the business as to either of the following:

- Turnover for the twelve consecutive months immediately preceding the first day of April or
- Turnover for the preceding calendar year or
- Estimated turnover if there are no previous records of trading as a retailer or
- Computed (notional) turnover where the business has been operating for a portion of a year

What are the current trade license fees?

License fees are determined by the classification of the business/trader or retailer. ***The schedule of fees for retailers is printed overleaf.***

All fees are payable to the Collector of Taxes at the office's Inland Revenue Department at the following locations:

Mandeville Revenue Centre, South Race Course Road • Inland Revenue Department, Main Street Christiana

Who issues Trade Licenses?

Trade licenses are issued by the Inland Revenue Department at the aforementioned locations.

What are the consequences for not filing annual returns?

Failure to file returns will result in an assessment being made by the Collector of Taxes and served on the non-compliant individual.

All arrears are collectable up to seven years (inclusive of current year) and penalties include levy on goods and chattel of the business and/or court action.